



Department of Energy

Washington, DC 20585

February 5, 2009

MEMORANDUM FOR KAREN L. BOARDMAN
CHAIR, FEDERAL TECHNICAL CAPABILITY PANEL

FROM: GEORGE J. MALOSH
DEPUTY DIRECTOR FOR FIELD OPERATIONS
OFFICE OF SCIENCE

SUBJECT: Annual Workforce Analysis and Staffing Plan Report
for Calendar Year 2008

In response to your memo dated November 17, 2008, enclosed is the Office of Science (SC) Headquarters Workforce Analysis and Staffing Plan Report for Calendar Year 2008. The subject report was prepared in accordance with your guidance and represents the necessary resources required to provide oversight of Building 325 at Pacific Northwest National Laboratory, the only defense nuclear facility overseen by SC.

If you have any questions, please contact Carol Sohn of my staff at Carol.Sohn@pnso.science.doe.gov or (509) 375-2320.

Enclosure



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**Annual Workforce Analysis and Staffing Plan Report
as of December 31, 2008
Reporting Office: SC-3**

Section One: Current Mission(s) of the Organization and Potential Changes

The Office of Science manages fundamental research programs in basic energy sciences, biological and environmental sciences, and computational science. In addition, the Office of Science is the Federal Government's largest single funder of materials and chemical sciences, and it supports unique and vital parts of U.S. research in climate change, geophysics, genomics, life sciences, and science education. The Office of Science Headquarters oversees one operating defense Hazard Category 2 nuclear facility and approximately 16 non-defense Hazard Category 1-3 nuclear facilities (downgrades in progress).

Upcoming changes include the reduction of the nuclear footprint at one SC site resulting in downgrading of several Hazard Category 2 and 3 non-defense nuclear facilities to radiological.

Section Two - SITE CHARACTERISTICS TABLE¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1 _____ HC2 1 HC3 _____ (only defense nuclear facilities)

Number of Radiological Facilities²: Not applicable

Number of High or Moderate Hazard Non-Nuclear Facilities: Not applicable

Number of Low Hazard Non-Nuclear Facilities: Not applicable

Number of Documented Safety Analyses: 1

Number of Safety Systems³: 0 credited safety systems (6 safety significant systems)

Number of Site Contractor FTEs: Primary role is oversight of site office

Number of Federal Office FTEs: 2

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section Two – Technical Staffing Summary Table (see Notes below)

Technical Capability	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	2	2	Note that one position is being evaluated to determine if other technical capabilities are appropriate in addition to STSM
Safety System Oversight Personnel ²	0	0	
Facility Representatives ³	0	0	
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0	0	
Construction Management	0	0	
Criticality Safety	0	0	
Deactivation & Decommissioning	0	0	
Electrical Systems	0	0	
Emergency Management	0	0	
Environmental Compliance	0	0	
Environmental Restoration	0	0	
Facility Maintenance Management	0	0	
Fire Protection Engineering	0	0	
Industrial Hygiene	0	0	
Instrumentation & Control	0	0	
Mechanical Systems	0	0	
Nuclear Explosive	0	0	
Nuclear Safety Specialist	0	0	
Occupational Safety	0	0	
Quality Assurance	0	0	
Radiation Protection	0	0	
Safeguards & Security	0	0	
Safety Software Quality Assurance	0	0	
Technical Program Manager	0	0	
Technical Training	0	0	
Transportation & Traffic Mgmt	0	0	
Waste Management	0	0	
Weapons QA	0	0	
Federal Project Directors ⁴	0	0	

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www/hss.energy.gov/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/ftcp>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program, but are qualified in accordance with DOE O 360.1A using the Project Management Career Development Program

Section Three: Current shortages and plans for filling them

There are currently no shortages associated with the oversight of defense nuclear facilities.

Section Four: Projected shortage/surplus over next five years

There are not expected shortages or surpluses associated with the oversight of defense nuclear facilities.

Section Five: General comments or recommendations related to the Technical Staffing

SC-3 has no comments or recommendations for the FTCP related to technical staffing.